

HOME INSTRUCTIONS

FOR COMPLETING QUARTERLY FINANCIAL STATUS REPORT

When you receive a copy of the Quarterly Financial Status Report, we suggest that you make copies of the Master with the Standard information filled in. Standard information includes the following:

- 2) Grantee Name & Address (you may include phone & fax #'s and email)
- 3) Contract Encumbrance Number (this is the 10 character alpha-numeric that indicates which project this is; the usual format is H#HOM#####).
- 5) Project Grant Period is the time from the executed contract date to the expiration date.
- 7) Columns A through E are Project Activities as defined by the Budget in the Scope of Services (for example Acquisition, Construction, Rehab, Fees, and etc.).
- 7f) Budget Items – row f is the amount of HOME funds in the contract per the budget in the Scope of Services and for each activity across.

A Financial Status Report must be submitted to the Division of Housing for each calendar quarter of the project. Calendar quarter dates are 1/1 through 3/31, 4/1 through 6/30, 7/1 through 9/30, and 10/1 through 12/31. Information on each report applies to the quarter for which the report is prepared. Status reports are due to the Asset Manager NO LATER THAN the 20th of the month following the end of the quarter. PLEASE SEND ONE COPY WITH THE ORIGINAL SIGNATURE EACH QUARTER, EXCEPT THE FINAL REPORT (2 copies).

Information that varies with each report includes the following:

4) Is this the final report? Check or X No until the final report. If this project has revolved funds, you will use a form specifically designed to report project financial status and revolved funds status, in which case you will check or X a Revolved funds selection. Your Asset Manager will insure that you have the correct form.

6) Quarter End Date as defined above. If you were submitting information for the first quarter, the End Date would be 3/31/####.

7) Rows across identify project amounts and are totaled ACROSS in column 7 G.

- a) Net expenditures previously reported: For each category (A through E), enter the amount that you previously reported as spent. For the first Status Report, this amount should be zero.
- b) Expenditures this quarter: For each category, enter the amount of Project funds you have spent during the quarter (e.g. 1/1 through 3/31) only.
- c) Net expenditures to date is the sum of the amounts entered in a) and b).
- d) Unliquidated obligations are generally those outstanding purchase orders that would be paid for from these project funds, which have not yet been fully serviced or paid for (e.g. the electrician has submitted a bill for work that won't be completed for two more weeks).
- e) Expenditures/Unliquidated obligations is simply the sum of c) and d).
- f) HOME funds on Contract, as mentioned above is, the amount of HOME funds in the contract per the budget in the Scope of Services and for each activity across.
- g) Unobligated balance is what you have left, which is the difference of f) minus e).

7 G) Other Funds are funds from other sources that are used for this project. These amounts are calculated down using the same formulas and criteria in each row (a through e, only).

8) Total HOME Funds Requested to Date: This is the total of funds you have requested for this project and for each category. This amount should be the same as row c for each category across, but is a cross check for the requests you have submitted to the Division.

10. Certification. Please type or print the name and title of the person signing the report. This person must have signatory authority for your agency. Blue ink is preferred for the signature. Include the name and telephone number for the person who completes this report (if different from the signor), and don't forget to add the date the report is submitted.

If you have any questions about filling out or submitting this report, please call your Asset Manager.